

# **Spring Valley Band Booster Club By-Laws**

Adopted: October 14, 1986  
Amended: January, 1993  
November, 1994  
March 7, 2000  
November, 2002  
March, 2005

## **Article I NAME**

This organization shall be known as the Spring Valley Band Booster Club.

## **Article II MISSION**

The mission of the Spring Valley Band Boosters shall be to support the activities of and promote interest in the Spring Valley High School Band and music program, as well as to render financial support to the band. The group shall operate within the laws of a true non-profit organization in that no part of its earnings shall be used to the benefit of an individual or group of individuals. All financial distributions shall be made for the furtherance of one or more of the purposes above.

## **Article III MEMBERSHIP**

Section 1. Parents and guardians of band members shall be active members of the Spring Valley Booster Club.

Section 2. Honorary members may be elected by two-thirds vote at any regular meeting. Any active member may present a person or persons for honorary memberships.

Section 3. Only active members shall be entitled to vote and hold office.

Section 4. The Band Director shall serve as an ex-officio member of all committees with no voting privilege.

Section 5. Provisions for Associate and Corporate memberships may also be established. These members will be allowed to attend meetings, participate in projects, but will not be eligible to hold office or have voting privileges. Any memberships dues and/or benefits may be established at the discretion of the membership.

## Article IV COMMITTEES

Section 1. A **Ways and Means Committee** shall be established. It shall be responsible for formulating and carrying out, with the assistance of the membership, any fund raising projects or activities that are needed to better support the band throughout the year. The Ways and Means Committee shall consist of a Chairman and members of the Boosters. The Committee shall hold meetings at the discretion of the Chairperson.

Section 2. A **Communication Committee** shall be established. It shall be the duty of this committee to **contact** the members of the Boosters and remind them of meetings, solicit help for fund raising projects, etc. The **Communication** Committee shall consist of a Chairman and members of the Boosters.

Section 3. **By-Laws Committee** shall review the by-laws and recommend needed changes to the Executive Board. **These recommended changes will then be presented to the Boosters for discussion and a vote at the next general meeting.**

Section 4. **Equipment Committee** shall ensure that all equipment required for band performances is available and in place.

Section 5. **Uniform Committee** shall ensure the availability and maintenance of uniforms, uniform parts and accessories.

Section 6. **Trip Committee** shall ensure that all arrangements have been made for any trips, local or otherwise, to be made by the band(s) and for organized booster group travel.

Section 7. **Chaperone Committee** shall ensure that persons required for chaperone duties for any band event are available and acquainted with procedures. The Committee will review procedures annually and present any needed policy changes, which will then be voted on at the general meeting.

Section 8. **Public Relations/Newsletter Committee** shall provide information about band and booster activities. This information is provided internally and externally in the form of newsletters, news releases and other appropriate means. There shall be a minimum of two newsletters per year.

Section 9. **Community-Business Relations Committee** shall acquaint community group and businesses with the needs and functions of the band. In coordination with other appropriate committees, it shall arrange for community support performances by the band and seek corporate sponsorship as appropriate.

Section 10. **Hospitality/Banquet Committee** shall provide refreshments for booster club meetings, when needed, as well as arrange and coordinate the welcome reception for the first meeting of the year. This committee shall also plan, organize and conduct annual awards banquet.

Section 11. **Membership Committee** shall ensure that all members are welcomed to the club and aware of its function. **This committee shall be responsible for encouraging participation and increasing membership in the booster club.**

Section 12. Special purpose committees, such as a Nominating Committee, shall be selected on a temporary basis as the need arises and shall be dissolved upon completion of their function. This committee shall be responsible for the submission of a slate of officers for election as provided for in **Article VIII**.

## **Article V** **MEETINGS**

Section 1. Meetings shall be held on the first Tuesday of each month, except June and **July**. Special meetings may be called by the President. The membership will be notified at least two (2) days prior to the meeting by the **Communications** Committee.

Section 2. The annual election of all officers shall be held at the regular meeting in **March**.

Section 3. The annual budget will be presented at the **May** meeting for approval by the Boosters.

Section 4. A quorum shall consist of those members, with no outstanding previous school year debt to the band that are present at any regular or special meeting.

## **Article VI** **OFFICERS**

Section 1. The Executive Board shall consist of elected officials. This will be the governing board of the Booster Club.

Section 2. The elected Officers of this organization shall consist of the President, Vice-President, Secretary, Treasurer, and Student Account Administrator. Officers shall hold office for one year or until a successor is elected or appointed, under the provisions of the Constitution.

Section 3. Each officer shall be an active member with no outstanding previous school's year debt to the Spring Valley Band.

Section 4. Officers shall be elected annually as provided in Article VIII. They shall officially take office at the beginning of the May meeting.

Section 5. **The Executive Committee shall present nominees at the first available meeting for vacancies of officers caused by resignation, transfer, etc. to fill the unexpired term. Nominations may also be taken from the floor.**

Section 6. If an officer or Committee Chairperson is unable to, or fails to fulfill his or her duty, it becomes the duty of the Executive Committee to recommend replacing that individual by a vote of the Boosters at the next meeting.

## Article VII **DUTIES OF OFFICERS**

Section 1. It shall be the duty of the President to preside over all meetings of the Spring Valley Band Boosters and be an ex-officio of all committees except the Nominating Committee, upon which he/she may not serve. The President may call special meetings when deemed necessary, appoint committees or officers not otherwise provided for. The President shall promote the growth of the organization and shall impartially enforce the Constitution and By-Laws and see that all officers and committees perform their duties.

Section 2. In the absence of the President, the duties shall be performed by the Vice-President, who in such event shall exercise any of the above powers of the President.

Section 3. The Secretary shall keep a full and accurate account of the proceedings of all Booster Club, Board, and Executive meetings. The Secretary, with the aid of the President, shall carry on all correspondence for the Club and give notice of special meetings. The notes shall be presented at each regularly scheduled meeting.

Section 4. The Treasurer shall keep a full and accurate account of the receipts and disbursements of the club and shall deposit all monies in the official depository. This person shall keep records of all monies received and expended, as related to the general fund account. A report of the financial status of the club shall be presented at regularly scheduled meetings, as well as upon request.

Section 5. The Student Account Administrator shall keep a full and accurate account of all student transactions. A report of the financial status of all students should be available at all times.

Section 6. There shall be an audit of the Treasurer's records by **someone independent of the Executive Board** annually. In the event of a vacancy of this position, all records will be audited prior to the transfer of the financial records.

**Article VIII**  
**NOMINATION AND ELECTION OF OFFICERS**

Section 1. At a regular meeting of the Club, at least two months prior to the date votes are cast, the Vice-President shall appoint two members to the Nominating Committee. Three members are elected by the general membership. All five members of this committee should be familiar with club affairs for the current year. The Vice-President shall designate the Chairperson for this committee. The duties of this committee shall be to prepare a **list of candidates**, with consent of those nominated, to be presented to members for vote. This shall be done at least one month prior to the date that votes are to be cast.

Section 2. Nominations **may** be made from the floor either verbally or in writing. When so made, the nominees(s), together with the list of nominees submitted by the nominating committee, shall comprise the slate presented to the membership for vote. In March, an election of officers will be held and the nominees receiving the **most** votes will be elected. **In the event of a tie, a re-vote will be held until a tie no longer exists. New officers will be introduced at the Annual Awards Banquet.**

**Article IX**  
**BUDGET**

Section 1. The Executive Board will submit a proposed budget at the **May** meeting for approval. **The budget shall be for one year period which will run June 1 – May 31 of the following year.**

Section 2. Expenditures exceeding budgeted amounts must be approved by the Executive Board.

**Section 3. The President of the Club has discretionary power in the expenditure of up to \$100 per budget line of the funds allocated to the operations of the club. Expenditures of \$101 - \$1,000 must be approved by the Executive Board. Expenditures exceeding \$1,000 must be approved by the Booster Club.**

**Section 4.** The budget shall be supported by all club members either throughout their efforts in fund-raising programs or through direct contributions. The amount to be provided by each band member shall be determined by the budget, as approved by the membership.

**Section 5.** The amount of student's contribution will be reviewed annually by the Executive Board, who will then make a recommendation to be approved by the Band Boosters.

**Article X**  
**RULES OF ORDER**

Section 1. **Newly Revised Robert's Rules of Order** shall be the parliamentary authority for all matters of procedure not specifically covered by these By-laws.

**Article XI**  
**AMENDMENT**

Section 1. Any amendment to these By-laws may be adopted by a two-thirds vote of the members present at a regular meeting, provided written notice of the proposed amendment **was presented to the members at the previous meeting.**

**Article XII**  
**ORDER OF BUSINESS**

Section 1. At a regular meeting, the order of business shall be as follows:

- a) Call to order by the President
- b) Reading of recorded minutes of preceding meeting
- c) Report of officers and committees
- d) Old business
- e) New business
- f) Discussion period
- g) Adjournment

**Article XIII**  
**CLUB DISSOLUTION**

Section 1. If this Club should disband at any time, the monies in the treasury at that time shall be assigned by the Officers of the Spring Valley Band Boosters to the band account.